

EFFECTIVE 20 JAN 2002

**QUICK LIST REFERENCE
USUHS PRIOR APPROVAL LISTING**

The following items or commodities require written prior approval via the Groupwise E-mail Approval System before using the Government Purchase Card. A copy of the e-mail approval must be kept with the cardholders GPC records for audit purposes. If the request is denied, instructions will be provided.

When requesting prior approval, the subject of the e-mail should be your Order Control Number to assure proper routing of approvals. Your e-mail request for approval should include the following information:

- 1) GPC Order Control Number (this should be the subject of the e-mail and be in the following format

ZLOG20001

- 2) Item or service description
- 3) Manufacturer, part number or model number
- 4) Estimated price
- 5) Vendor
- 6) the protocol number if using a grant
- 7) a brief justification

To expedite orders and simplify the "E-mail Approval Process" only one approval is required. The e-mail approval will normally be provided within 24 hours. Approvals provided by the Logistics Division will also be used by the Logistics Receiving and Property personnel to verify incoming Government Purchase Card (GPC) orders. This information assists Log personnel in processing your order in a timely manner.

Commodities requiring prior approval are:

1. The **Logistics Division** will provide approval/disapproval on the following commodity groups:
 - a. **Equipment** - GPC_Equipment - All camera and computer equipment, including external items, \$300 or greater, as well as other equipment \$500 or greater. This is needed for property accountability purposes
 - b. **Furniture** - GPC_Furniture - All furniture orders (including Systems Furniture). Logistics is responsible to ensure your furniture requests cannot be met through available stock, prior to approval. UNICOR is the mandatory source for chairs and furniture.
 - c. **Installation** - GPC_Installation - All installations must be coordinated with Facilities, Environmental Health and/or the Technical Services Branch. This is done to ensure all facility and safety issues are addressed prior to approval. **This coordination will be done by Logistics.**

- d. **Space Heaters** - GPC_ Heaters - All heaters must be approved by Facilities prior to purchase or use. This is to ensure heating and electrical problems are addressed and that only an approved type heater is purchased. **Logistics will coordinate this approval.**
 - e. **Audio Visual Services** (photo processing, etc.) – GPC_AVC_Support/Services – All audio- visual services and supplies must be approved by the Audio Visual Department. **Logistics will coordinate this approval.**
 - f. **Computer Software** – GPC_Computer_Software – For all software requests, regardless of cost, check the UIS web page for an up-to-date list of USUHS site licensed software and other software compatible with UIS systems. If the software you desire is not listed you must obtain written approval prior to purchase. A USUHS equipment property ID number, identifying the equipment the software will be installed on, must be provided to Logistics at the time of the request for software that costs \$1000 or more. The approved software will be carried on the property books as a betterment to that property item. This information is for property accountability purposes.
2. The **Civilian Human Resources Management Directorate** will provide approval/disapproval for the following
- a. **Personnel Advertisements** – GPC_Advertisement - Submit a copy of the advertisement to CHRMD by e-mail.
 - b. **Training** – GPC_Training – Training must be requested by submitting a DD Form 1556 to the Civilian Human Resources Management Directorate (CHRMD). CHRMD will either purchase the training or provide approval by e-mail for the department to purchase the training using departmental GPC.
3. The **Department of Environmental Health and Occupational Safety** will provide approvals/disapprovals for the following:
- a. **Pharmaceuticals** – GPC_Pharmaceuticals – Controlled substances must be ordered through the Pharmacy. Check with the Pharmaceutical Supply Department for non-controlled items to see if they are available in-house. If the non-controlled item is not available in house it can be ordered using the GPC.
 - b. **Research Chemicals** – Chemicals identified by a NFPA label of three (3) or lower in all of the hazard categories (health, flammability, reactivity, or toxic) can be ordered without approval but the department is responsible for assuring the chemical is added to the labs chemical inventory and ensure the applicable material safety data sheet is on file. All other chemicals must be ordered through CUFS.
4. The **Security Division** will provide approvals/disapprovals for security items.
- a. **Security Items** – GPC_Security – Special locks, access systems, surveillance systems, etc require prior written approval from Security.
5. The **Administrative Support Division** will provide approval/disapproval for copying services.
- I. **Copying** – Copy services – approval must be received prior to using outside vendors to make copies. This is different from printing. All print jobs must be placed through ASD using the USUHS Form 5335.

If you have questions regarding the items on this list, please contact the Agency Program

Coordinator at 301-295-3070. This listing is effective 20 Jan 2002.